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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 26 June 1956

FROM : Chief, Reading Improvement Branch

SUBJECT: Weekly Activities Report
19 - 26 June 1956

1. Reading Improvement Course Number 30 started Monday, 25 June, with 10 students enrolled. Offices represented are as follows:
DD/P-6, DD/S-3, ORR-1.

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2. Mr. [] Executive Secretary for the Cable Secretariat, and I agreed that no Cable Reading Course will be scheduled this summer since vacation schedules reduce the Cable Secretariat staff to a minimum. A third course will begin in October or November. This will permit the Reading Improvement staff to concentrate on a backlog of housekeeping work, develop and revise course materials, and organize some pending research projects.

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3. Miss [] and I attended an informal meeting of government Reading Improvement instructors and training officers at the Commerce Department on Monday, 25 June. The discussion centered around the problem of defining course goals. Most of the courses still aim mainly at increased speed, and no course, other than CIA, defines its goals as proficiency in study reading, informational reading, scanning, and flexibility. A full time six week Management and Executive skills course, including management, report writing and reading improvement training has just been very successfully completed by the General Accounting Office. In their course critiques, the accountants and lawyers who took the course almost unanimously stated that the reading improvement was the most useful part of the course, both personally and with regard to their office duties. One instructor taught all phases of the course.

4. Mr. Paul Burns, of the Veterans Administration, telephoned for advice regarding reading training aids. The VA is organizing unsupervised reading courses for its field offices.

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5. Miss [] has constructed a new test of scanning for the main idea for use in the retest program.

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25 YEAR RE-REVIEW

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